



VACANCY ANNOUNCEMENT

EXECUTIVE OFFICE OF THE PRESIDENT
OFFICE OF MANAGEMENT AND BUDGET

SENIOR EXECUTIVE SERVICE

ISSUE DATE: September 9, 2003
CLOSING DATE: September 23, 2003

ANNOUNCEMENT NUMBER
OMB-03-45-MJ

Title, Series & Grade:
Chief, Federal Financial Systems Branch
ES-0301-01/04
(\$131,342 – 142,500)

Vacancy Location:
Office of Management and Budget
Office of Federal Financial Management
Washington, DC 20503

AREA OF CONSIDERATION: All qualified persons. This position has been designated as a Senior Executive Service (SES) position. If not already a member of the SES serving under a career appointment, the individual selected must have his/her executive qualifications certified by a Qualifications Review Board of the Office of Personnel Management before appointment to this position, and will be required to serve a one-year probationary period in this position. The actual salary will be set by determining the appropriate SES level for the person selected.

PLEASE NOTE: To ensure safe and timely receipt of your application, we encourage applicants to submit an electronic application to EOPJOBS@OA.EOP.GOV or fax it to (202)395-1194/1262. We cannot guarantee that applications mailed will be received by the closing date of this announcement.

DUTIES: Under the general direction of the Controller, the incumbent manages a staff responsible for planning and implementing a government-wide program to ensure effective and efficient Federal financial management systems. In this context, “systems” is meant to include core accounting, feeder systems, and other means of current technology to support Federal financial management. Specific activities for which the Branch Chief provides direct management include the following:

1. Developing government-wide financial management systems policies and improvement strategies. The incumbent develops government-wide strategies for efficient Federal financial management systems, including: establishing policies and standards for planning, developing, operating, and maintaining financial management systems; developing system and data requirements with the appropriate entities; ensuring consistency and quality of data; minimizing system redundancy; and efforts to generally improve Federal financial management systems.

2. Coordinating interagency initiatives and issues. The incumbent provides guidance and coordination on relevant issues and initiatives across Federal agencies, including: coordinating efforts to improve commercially-available software for Federal financial management; encouraging efficient outsourcing of financial transaction processing and system operation (where appropriate); leading efforts to integrate agencies' financial management systems; improving systems that support government-wide reporting of financial information, such as the financial information in the President's Budget and the Consolidated Financial Statements of the Federal government; maintaining a government-wide inventory of financial management systems; and representing the Administration on interagency groups, such as the Chief Financial Officers' Council, and in other initiatives.
3. Consulting and advising on Federal financial management systems issues. The incumbent consults with and advises a variety of stakeholders in the Federal financial management systems community, including: advising and reporting on agency compliance with government-wide financial management systems policies; advising and reporting on the establishment or progress of agencies' financial management system improvement initiatives; and advising senior Government officials on financial management system upgrades in Federal agencies.

QUALIFICATIONS:

You must submit a separate narrative statement that addresses each of the Mandatory Professional/Technical related to this position as well as the Executive Core Qualifications (ECQs) related to all positions in the Senior Executive Service. Your narrative statements should include specific examples of experience, education, and accomplishments applicable to the qualification. Structure your statements in terms of the action taken, the context or environment in which the action was taken, and the outcome or results from such actions. You should write each statement with the vacancy in mind as all qualifications are directly related to the position being filled. Be sure to include appropriate training and awards when addressing your qualifications. Please limit your narrative statements to one page per factor. For further information and tips on writing effective narrative statements, see OPM's publication "A Guide to SES Qualifications" available on the OPM website at: www.opm.gov/ses/html/sesguide.htm.

If you do not submit a separate statement addressing these qualifications, you will not receive consideration for the position.

MANDATORY PROFESSIONAL/TECHNICAL QUALIFICATIONS:

1. Experience using current tools and methods in the design, implementation, and modernization of electronic financial systems for large organizations, demonstrating knowledge of concepts, issues, and practices related to both financial accounting/reporting and budget execution.
2. Superior analytical ability, vision, and management skill, with demonstrated ability to resolve complex management problems of the sort that are inherent in the duties of this position.
3. Strong knowledge of financial management systems software products, vendors, and implementation.
4. Proven leader within Federal and vendor communities, with ability to recruit and attract talent.

DESIRABLE PROFESSIONAL/TECHNICAL QUALIFICATIONS:

1. Recent financial management software installation project experience preferable.
2. Federal government experience strongly preferred.

MANDATORY EXECUTIVE CORE QUALIFICATIONS (ECQs): In addition to the Mandatory Qualification Requirements listed above, all new entrants into the SES under a career appointment will be assessed for executive competency against the following five mandatory executive core qualifications.

Note: If you are a member of the SES or have been certified through successful participation in an OPM approved SES Candidate Development Program (SESCDP), or have SES reinstatement eligibility, you do not need to respond to the ECQs. Instead, you should attach proof (e.g., SF-50, certificate of completion of SESCO) of your eligibility for appointment to the SES.

1. **Leading Change** -- This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People** -- This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
3. **Results Driven** -- This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen** -- This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communication** -- This core qualification involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

EVALUATION METHOD: The Office of Administration's Human Resources Management Division will review all applications to determine if applicants meet the mandatory professional/technical qualifications of this position and the SES ECQs. Those who meet the qualifications will be referred to a panel of SES members for rating and ranking to determine the "best qualified" candidates. The panel may conduct interviews with the top candidates and then make a recommendation to the selecting official about the top candidates that he/she should interview. Once a selection is made, the selectee's application will be forwarded to the Office of Personnel Management (OPM) for approval by an OPM independent Qualifications Review Board, unless the selectee is a current SES executive or has successfully participated in an OPM approved SES Candidate Development Program.

HOW TO APPLY: Send (1) an Optional Application for Federal Employment (OF 612); or a resume; or the SF-171, Application for Federal; or other written application, ensuring that all required information shown in the flyer OF 510, Applying for a Federal Job, is included in your application; (2) your latest SF-50 "Notification of Personnel Action" and Performance Appraisal if you are a current or former Federal employee; (3) on a separate sheet, a narrative summary of your experience and/or education which concisely addresses each of the Selective Factors and Quality Ranking Factors, and (4) if applicable, SF-15, Application for 10-point Veteran Preference.

WHERE TO APPLY: Completed form(s) must faxed to:
Executive Office of the President
Office of Administration
Human Resources Management Division
(202) 395-1194/1262

APPLICATIONS WILL ALSO BE ACCEPTED ELECTRONICALLY. PLEASE SUBMIT YOUR APPLICATION TO EOPJOBS@OA.EOP.GOV.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.

If you omit any of the required information specified in the Optional Form 510, "Applying for a Federal Job", your application may be rated INELIGIBLE.

Applicants submitting applications in postage-paid Government envelopes are reminded of the legal prohibition against the use of such envelopes or other Government property for other than officially approved activities. These prohibitions are contained in 18 U.S.C.1719.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

APPLICATIONS WILL NOT BE RETURNED.

NOTE: Relocation expenses will NOT be paid to the applicant selected.

SECURITY CLEARANCE: A security clearance will be conducted. Applicants selected for employment must be 18 years old when appointed.

DRUG TESTING: The applicant tentatively selected for this position may be required to submit to urinalysis to screen for illegal drug use prior to appointment. After appointment, the employee will be included in the agency's random drug testing program.

Direct Deposit is REQUIRED: As a condition of employment, candidates appointed, competitively Promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer.

Applicants will be accepted from all qualified persons. Consideration will be extended without discrimination for any non-merit reasons, such as race, color, religion, gender, sexual orientation, national origin, political affiliation, marital status, age, membership or non-membership in employee organizations, or non-disqualifying physical handicap. Disabled applicants, Disabled Veterans or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status are eligible to apply to announcements limited to status candidates and should clearly specify their special eligibility on their application.

Users of Telecommunications Devices for the Deaf (TDD) may call (202) 395-1160.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.